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March 15, 2007

REQUEST FOR PROPOSALS TO PROVIDE MANAGEMENT SERVICES TO THE KANSAS ELECTRIC TRANSMISSION AUTHORITY

I. Introduction

The Kansas Electric Transmission Authority (KETA) is a quasi-governmental authority established under Kansas law to ensure reliable operation of the electrical transmission system, diversify and expand the Kansas economy, and facilitate consumption of Kansas energy through improvements in the state's electric transmission infrastructure. KETA is governed by a seven-member Board and has no staff. KETA is funded in part by the State of Kansas through the Kansas Corporation Commission and is eligible to borrow funds from the State of Kansas for the development of revenue-generating transmission projects. Further information is available at the KETA website, www.kansas.gov/keta.

KETA now seeks proposals to supply certain Management Services necessary for it to fulfill its statutory purpose. **KETA reserves the right to contract with one or more entities to provide any or all of the services described below.** Proposals are sought for one or more of the services described below to be provided for a thirteen-month initial term of June 1, 2007 through June 30, 2008, with options for extensions on an annual basis. Termination of any contract entered into as a result of this solicitation, by either party, will be permitted with a minimum 90-day written notice prior to the end of the initial term and any extended terms.

KETA may determine that it does not need to award a contract for certain Management Services described in this RFP. Otherwise, KETA will identify the successful bidder or bidders and attempt to negotiate a contract in good faith within 30 days of selection of the successful bidder or bidders. In the event such negotiations fail, KETA may negotiate with another bidder or bidders, or reject all bids.

This RFP is issued March 15, 2007.

Written questions on the RFP will be accepted at keta@ink.org until April 11, 2007. All submitted questions and responses will be posted at www.kansas.gov/keta.

Proposals will be accepted no later than 5:00 p.m. Central Daylight Time on April 13, 2007. All proposals must be submitted electronically to keta@ink.org with 10 hard copies delivered on or before the deadline to:

Mary Galligan, Assistant Director for Information Management
Kansas Legislative Research Department

300 SW 10th, Room 545-N, Statehouse
Topeka, KS 66612
Voice: 785-296-3181.

The successful bid(s) will be selected by April 30, 2007, or as soon as possible after that date. Contract negotiations will commence as soon as practicable after selection of the successful bid(s).

II. Requested Services

A. Administrative/Staff Support

Maintain the corporate records of KETA.

Provide administrative support for contracts and service agreements.

Provide a point of access by telephone, electronically, and in-person for KETA and for those with whom it does business.

Arrange and coordinate board meetings, including agendas, speakers, and travel.

Prepare documents for KETA such as meeting minutes, reports, and presentations.

B. Fiscal Support

Provide bookkeeping services.

Maintain a general ledger reflecting an accrual-based accounting system.

Process invoices to and from KETA.

Prepare and submit tax filings.

Present reports to the Board on financial matters.

Prepare budgets/track expenditures/analyze variances.

Perform cash management/maintain bank accounts.

Provide support for outside auditors engaged by KETA.

C. Legal Support

Act as KETA's General Counsel.

Prepare, review and, as necessary, administer all contracts and agreements for services.

Prepare corporate filings other than tax filings.

Prepare legal opinions for KETA upon request.

Represent KETA in legal and regulatory proceedings.

Evaluate insurance needs.

Handle claims against and by KETA.

III. Bidder Qualifications

A. General Qualifications

Respondent must be an established entity with a proven record of experience in providing the requested services.

Respondent must be resident in Kansas.

Respondent must directly employ staff who will be assigned to provide services to KETA or provide direct oversight of any subcontractors or independent contractors.

Respondent must be current in payment of all Kansas and federal taxes and payroll obligations.

Respondent must be available to attend Board meetings that generally are held in Topeka.

B. Administrative/Staff Support Qualifications

Respondent proposing to provide administrative/staff support must maintain or establish a physical presence in Kansas including an office available to KETA and those with whom it does business.

Respondent must maintain normal business hours of 8:00 a.m. to 5:00 p.m. on weekdays other than Kansas-recognized holidays.

C. Fiscal Support Qualifications

Respondent must have an accounting system that assures transactions are properly recorded and executed, and reports and books of account that are auditable.

Respondent must have a CPA on staff or subcontract with a CPA firm.

Respondent must be bondable to the full extent of the funds for which it will be responsible.

Respondent must maintain professional liability insurance coverage.

Respondent must provide a copy of its most recent audited financial statements or other satisfactory proof of the Respondent's fiscal soundness and the adequacy of its management controls.

D. Legal Support Qualifications

Respondent must be admitted to the practice of law in Kansas.

Respondent must not have been found at fault in any legal disciplinary proceedings.

Respondent must maintain professional liability insurance coverage.

IV. Proposal Components

The proposal must contain the name, phone number, and e-mail address of a contact person.

The proposal must state precisely which Management Services are intended to be provided and the manner in which they will be provided. Proposals may address provision of any or all services described in this RFP.

The proposal must set forth the manner in which Management Services will be billed to KETA and the rates at which they will be billed.

The proposal must identify the individual(s) who will provide service described in the proposal and their qualifications and experience. Respondent must address in the proposal a plan for business continuity if the principal(s) assigned duties under any contract with KETA should become unavailable.

The proposal must identify at least three professional references who will be contacted during consideration of the proposal.

The proposal must describe the Respondent's previous experience providing similar services.

The proposal must identify any subcontractors or independent contractors who would provide any or all of the proposed services. If subcontractors or independent contractors will provide any portion of the proposed services, the proposal must include a letter of commitment from, and contact information and references for, the subcontractor or independent contractor.

The proposal must identify any potential conflicts of interest, including any business relationships with any member of the KETA Board of Directors, any electric service providers doing business in Kansas, or any entities providing services, equipment, or consultation to electric service providers inside or outside of Kansas.

V. Selection Process

All materials and proposals submitted will become the exclusive property of KETA and will be used by KETA for proposal evaluation.

KETA reserves the right to reject any and all proposals. Proposals will be evaluated independently for each area of support.

Except as required by Kansas law, all proposals will be treated as confidential commercial information and will not be disclosed to other bidders.

KETA will not use a fixed percentage weighting system to evaluate proposals. However, the following factors will be considered and are listed in order of importance.

1. Adequacy and completeness of the proposal.
2. Demonstrated experience and expertise.
3. Cost structure.
4. (Optional) Interview results.

Neither KETA nor its members shall be liable for any expenses respondents incur in connection with preparation of a response to this RFP or for any costs, fees, or lost or foregone profits of unsuccessful proposals. KETA will not reimburse Respondents for their expenses under any circumstances, regardless of whether any successful bidders are selected or contracts negotiated by KETA at its sole discretion.